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24 June 1965

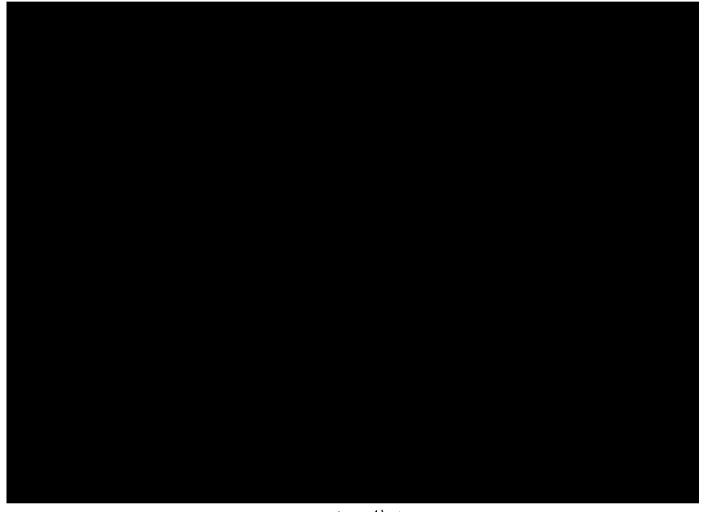
MEMORANDUM FOR: Deputy Director for Support

SUBJECT

: Weekly Report of the Office of Training

24 June 1965

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2. CIA Briefings for NSA

MEXIMENAW DATE.

AUTH : UR COS.

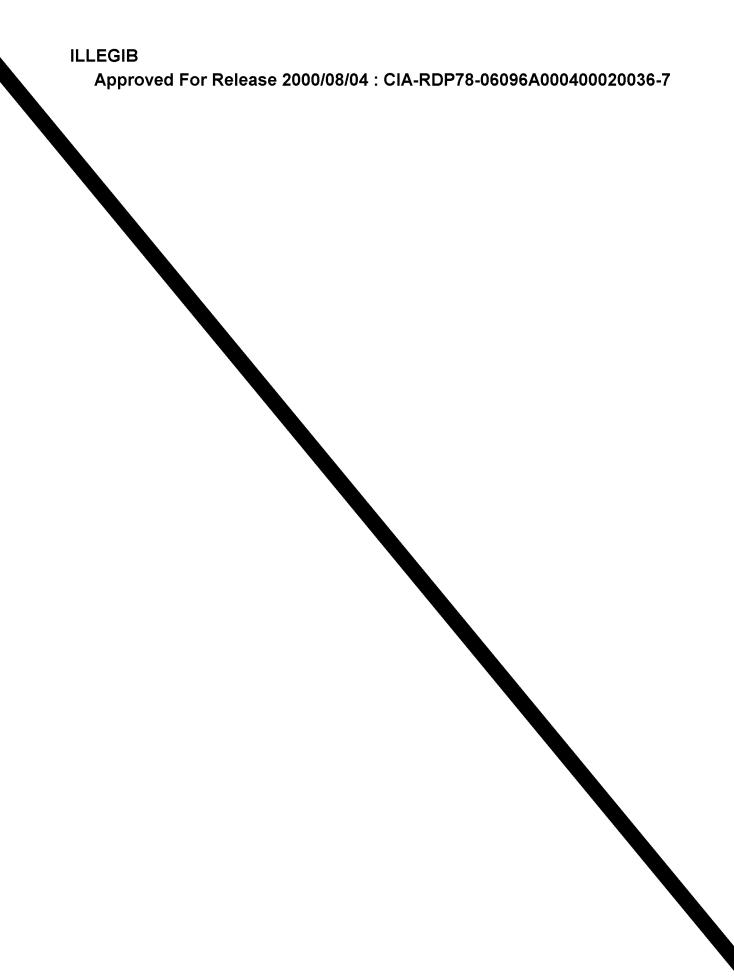
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OTR has made arrangements 16 23 Charten to the Briefings on CIA

which are to be presented to personnet and SA. On 23 June Air. Kirkpatrick

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gave the first one which was on the CIA's mission and relationships to the NSC and to member agencies of the USIB. The remainder -- to be given on successive Wednesdays -- will include coverage on the following: Mr. Cline on the DDI, Mr. Lundahl on NPIC, Mr. Wheelon and on the DDS&T. The fourth and fifth briefings will be on the offices of the Support Directorate and on FI/D. The decision to give the briefings stems in part from a request from NSA and in part from CIA's own desire to reciprocate for a series of excellent briefings given to Agency personnel by NSA.

3. Career Training Program

Enrollment in July Class. It appears that we will have about 65 members in our July class of Career Trainces. This will be about 10 short of our previously estimated enrollment. Through no fault of any particular office, we are losing a few good candidates because we were unable to make firm offers in time to meet the competition. As this is a natural consequence of CIA's necessarily lengthy clearance and processing procedures, we believe that the solution may be in putting more candidates into processing channels and at an earlier date than it is now done. In cooperation with the various offices concerned we are undertaking steps to test this approach.

Special Coremony. In a small ceremony Il June

presented the Army Commendation Medal to Career Trainee

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South Viet Nam in 1964. was a Captain in Special Forces at the time. He entered on duty in the Career Training Program in March 1965 and began training in the Spring Class. He is presently on interim assignment in awaiting enrollment in the next Operations Course. He was considered by the Army to be one of its most promising young officers, and his performance to date as a Career Trainee indicates outstanding potential.

Resignations. a Support Career Trainee assigned to the Office of Security, has resigned to return to active duty in Army Intelligence. He came to us from CIC and he apparently has concluded that his prospects as a CIC officer are more attractive in the long run.

Also, who was transferred a few months ago to the Office of the General Counsel, will resign in July. He wants to go back home to Ohio to practice law and get into State and local politics.

4. Interest in Kings Point

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There has been a recent upsurge of employee interest in the offerings of the Kings Point Executive Seminar Center. Against CIA's request for 14 spaces we now have an over-subscription of candidates. The DDI alone desires to nominate 17 employees, while the DDS&T and the DDS report that they will submit requests for 6 and 10 candidates respectively. We understand that the Civil Service Commission which administers the

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Center may be able to grant us more spaces than we had originally requested.

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Power Situation. On 13 June Station personnel installed 3 transformers (each 167 KVA) in the sub-station. The rental charges on these transformers will be approximately \$40.00 per month for all 3 units. Initial tests indicate that the Station's electrical power problem has for the time being been satisfactorily solved. Our Weekly Report 10 June contained background information on this problem.

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6. Candidate for Certificate of Merit Award

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DDP representative on the Awards Committee, conferred

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as a possible candidate for the Certificate

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of Merit Award. According to the Committee was greatly impressed

with us about

with the "Station Procedures" folder developed by

This folder 25X1A

contains instructions for establishing a system for routing incoming and

outgoing cables, dispatches, and other correspondence at Field Stations.

SIGNED

MATTHEW BAIRD Director of Training

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Attachment - OTR Attendance

<u></u>ተ**ሉ**-RDP78-06096A000400020036-7 Approved For Release 2000/08/04:

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OTR (Internal) Attendance for Week of: 14 - 18 June 1965

Category	FT	PT	Tut	Total
Operations	156	***		156
Intelligence	42	9	***	51
Communication	***	***	ej 15 au	Mile Mire and
Management			***	
Clerical		30	er 46.99	30
Communism	***	-	***	***
Language	39	144	***	183
VLTP	• • •	88	***	88
Tutorial	***	***	24	24
TOTAL	237	271	24	532

OTR (External training)

Week of 14 - 18 June 1965 -- 165 Agency employees in 107 external courses or programs.